



## MUSIC STUDIO HANDBOOK

### WELCOME

Whether you are a new or returning student, I am so excited to welcome you to my music studio!

I am thrilled to be a part of your musical journey, and I look forward to helping you through our lessons!

With over 15 years of experience teaching students from beginners through University music performance majors, my approach is to custom tailor your lesson to help you reach your musical goals!

Inside this handbook you'll learn about my teaching philosophy, what you can expect in our lessons together, and lesson add-ons.

Thank you for being a part of the studio, I'm so glad you're here!





## **TEACHING PHILOSOPHY**

My teaching philosophy closely aligns with my research experiences as well as my own professional experience as a performer and pedagogue. I focus on regular performance and exposure to a wide range of topics, repertoire and ideas, allowing for intersection with other disciplines. Influence and inspiration can come from unexpected sources, and I foster that potential in my students. My lessons include discussions of style as well as body awareness while playing. With a background in Body Mapping, Pilates, and Yoga, I strive to incorporate these methods into my teaching to prevent performance injuries. I strongly believe in developing independent musicians. As a teacher, privately or in masterclasses for modern and baroque flute, I incorporate my mission to teach artistry and accessibility to music.

## **ALWAYS BE YOUR BEST**

Students should strive to reach their full capabilities. Every student is expected to exhibit dedication, focus, and discipline. This approach will encourage the student to develop respect and pride for their work, music, instrument, and most importantly, themselves.

## **TO DEVELOP BODY AWARENESS**

With a background in Body Mapping, Pilates and Yoga, I strive to incorporate these methods into my teaching as tools for injury prevention related to performance, developing good posture, creating more fluid technique, and controlling performance anxiety. Developing body awareness helps students to unlock free and fluid in their performances!

## **BE YOUR OWN TEACHER**

Every student requires an individual approach tailored to their own individual learning style. The goal of every approach is to provide the student with the tools they need to become independent in their own learning. In order to maximize the benefits of private lessons, the student will learn effective practice techniques and routines to continue their progress outside of the lesson time.

## **THE INTEGRAL MUSICIAN**

You are more than just your instrument. In addition to learning to become technically fluid, the student will also learn aspects of music theory and history. Emphasis will be placed on developing the student's individual musicality, as well as a professional demeanor and other skills to be used in their daily life such as time management, effective communication, and organized planning.

## **I AM ALWAYS HERE FOR YOU!**



Communication is crucial. I am just an email away!

## MATERIALS

### MS. ALVARADO WILL PROVIDE:

- Lesson Method Book Bundles
  - After determining what books will be assigned to a student, Ms Alvarado will create a book bundle of all materials and include it on that month's invoice. Pricing will be discussed with the parent or responsible party prior to final assignment. This helps ensure students receive their materials in a timely manner and helps to avoid confusion when purchasing books. **Note:** Modification in cost will be made for those meeting online. I will provide PDF files instead of printouts.
- Practice Logs
- Any additional individual warm-ups, exercises, or pieces as assigned

### STUDENT WILL PROVIDE:

- Recording Device (phone, tablet, etc.)
- Lesson Method Books Payment (as assigned by Ms Alvarado)
- Metronome (there are a variety of free metronome apps available)
- Tuner (there are a variety of free metronome apps available)
- Pencil and notebook to every lesson to write down practice plans
- Any assigned materials ready at each lesson
- A positive and eager-to-learn attitude!

## LESSONS EXPECTATIONS

### PRACTICING:

- Minimum of 15-45 minutes per practice session
- 5-7 days of practice each week
- Appropriate practice plans will be discussed, and are tailored to the student's musical and personal goals.

### LESSONS:

1. Student is expected to be prepared for each lesson to the best of their ability.
2. Student is expected to be on time for every lesson. As lessons are generally scheduled back to back, this will ensure that every student receives their full lesson length without interruption. If the student arrives late, the lesson time will not be extended past its originally scheduled end time, and the lesson fee will not be prorated.
3. Student is expected to bring their instrument in good working order, any relevant



music/handouts, their music notebook, and a pencil.

4. Student is expected to have a **tuner and metronome** either through a free app on their phone or a physical tuner and metronome.

### TEACHER DISCRETION

- If a student is showing a continuous lack of preparation, practicing, or respect for my time and energy over the course of several weeks, the teacher reserves the right to terminate lessons. No refunds will be issued.
- If a student is being disrespectful, the student will be dismissed from the lesson. No refunds will be issued.
- If a student comes to a lesson without their assigned materials or did not practice, the student may be dismissed from the lesson. No refunds will be issued.

### ONLINE LESSONS GUIDELINES

- Recurring weekly lessons are recommended to all students.
- Prospective students will be scheduled for one individual lesson to meet before registering for a full month of lessons. (Normal lesson rates apply to initial in-person lessons.)
- Students are expected to come prepared to lessons with their instrument in good working order, any relevant music/handouts, music stand, pencil, and a notebook.
- A metronome, tuner, recording device, and staff paper are also recommended materials.

### EQUIPMENT NEEDED

- Students must have an up-to-date Skype or FaceTime account (I am also available through Zoom or Google Duo).
- Web-Cam or Built-In Camera on Desktop Computer, Laptop, Tablet, iPad, or iPhone
- Speakers or Headphones
- External Microphone or Built-In Microphone
- A **tripod or prop** for tablet or phone

### TRIAL LESSON

Due to the logistics of online lessons, I am happy to provide one FREE 30-minute trial ONLINE lesson for potential students to act as both a set-up test, consultation and mini-lesson - this provides a chance to share your experiences and goals, allows you to gain more insight into my teaching style and ensure your online set-up will provide the experience we're hoping for (**free trials lessons apply only to baroque flute lessons**).

### LESSON FEES

- 30-minute lesson: \$35
- 45-minute lesson: \$50
- 60-minute lesson: \$60



## STUDIO ADD-ONS

### 1. CHAMBER COACHING \$90 for 90-minutes

- For up to 5 players
- Coaching for flute duos, trios, and quartets, and woodwind trios and quintets

### 2. LESSON WITH ACCOMPANIST \$60 for 60-minutes

- Perfect when preparing for solos, performances, and auditions
- Accompanists are always paid separately based on their own personal rates

### 3. LESSONS ON HISTORICAL PERFORMANCE PRACTICE \$60 for 60-minutes

- Perfect for modern players interested in learning more about playing in style
- Learn about ornamentation, cadenzas, and others when preparing for auditions

### 4. REFERRALS 50% OFF

- Refer a new student and receive 50% off one entire month of lessons (if the referred student enrolls for lessons)!

## PAYMENTS

Monthly invoices will be sent via email for your convenience. **Payment is due on the first of every month for that month's lessons.** For electronic payment find options below:

Venmo: gabriela-alvarado-1

Zelle: gabrielaalvaradoflute@gmail.com

Cash or check payment accepted as well if lessons are in-person.



## MUSIC STUDIO AGREEMENT

STUDENT NAME \_\_\_\_\_ INSTRUMENT \_\_\_\_\_

LESSONS: (circle)                      30 MINS.                      45 MINS.                      60 MINS.

LENGTH	RATE	4 WEEK MONTH	5 WEEK MONTH
30-MINUTES	\$35	\$140	\$175
45-MINUTES	\$50	\$200	\$250
60-MINUTES	\$60	\$240	\$300

***Please note that unless otherwise agreed upon, weekly in-person lessons are held in Ms. Alvarado's in-home music studio in Denton, Texas. If your lessons are through your band program then lessons are held at the correspondent ISD.***

### MONTHLY FEES:

- I understand that monthly tuition is automatically **due** on the 1st of each month.
- I understand that this fee is non-refundable.
- I will communicate what my preferred method of payment PRIOR to the 1st of the month in the event of a special circumstance.
- In the event I miss this deadline, there is a 3-day grace period in which payment must be made in full. After the grace period, a \$20 late fee will be added to next month's statement and no further lessons can be given until payment has been received in full.

INITIAL: \_\_\_\_\_

### CHANGES & TERMINATION OF LESSONS:

- I understand that in order to change or terminate my lessons, written notification must be given by the 15th of the month prior to the month of the requested change.
- I understand that failing to notify by this date will result in a non-refundable payment of the following month.
- I understand that this includes vacations, changing of lesson day and/or time, or terminating lessons.

INITIAL: \_\_\_\_\_

### TARDY & MISSED LESSONS:



- Students are expected to arrive on time to lessons. If the student arrives late, the lesson time cannot be extended past the scheduled end time, and the lesson fee will not be prorated.
- I understand that it is my responsibility to give **at least 48-hour** written notice via email or text message for any absences.
- I understand that **this 48-hour notice** entitles me to schedule a make-up lesson within 30 days of the canceled lesson. After 30 days, the lesson is forfeited.
  - Sudden illness (on the part of the student OR the teacher) is an exception to the **48-hour notice rule**. In the case of sudden illness, the student may receive a makeup lesson as schedule availability allows, otherwise the student will receive a credit for that lesson on their account.
- I understand that I am only entitled to ONE make-up lesson per month, regardless of how many cancellations with appropriate notice occur.
- I understand that absence notification with LESS than **48-hour** notification or no notification at all, forfeits that lesson without make-up or a credit.

INITIAL: \_\_\_\_\_

#### MAKE-UP LESSONS:

- Available dates and times will be provided for possible makeup lessons. If none of the given dates/times work with the schedule of the parent & student and rescheduling is not possible, no lesson credit will be given.
- If a student comes to a lesson without their instrument, a lesson cannot be given and the lesson will not be made up.
- Any lesson days that Ms Alvarado will be out of town or otherwise unavailable will be communicated to parents as soon as information is known. A makeup lesson will be offered as Ms Alvarado's schedule allows, but cannot be guaranteed.
  - There will be no charge for a lesson that cannot take place due to no schedule availability for a make-up lesson.

INITIAL: \_\_\_\_\_

#### RECITALS:

- Students are encouraged to perform in student recitals held once or twice per year. A recital fee will be charged for the recital in order to offset the expenses of recital hall rentals and programs. This fee is nonrefundable and will be included in the payment of the month of the recital. Fees will depend upon hall rentals, parents and students will be notified in advance about the cost.

INITIAL: \_\_\_\_\_

#### LESSON MATERIALS FEE:

- A nonrefundable one-time lesson materials fee of \$30 is due at the time of lesson sign-up. This fee is valid for lessons running from January 2021 through July 2021, resetting each academic school year.
  - This fee covers all of the materials Ms. Alvarado provides to the student throughout the entire school year, including but not limited to: printed lesson notes, printed practice logs, printed listening logs, printed warm-up exercises,



printed sound exercises, printed technique exercises, printed etudes, printed repertoire, and printed informational handouts, all custom-made by Ms Alvarado for her studio.

- If the student has a notebook from a previous year that is still usable, then the lesson materials fee is reduced to \$10, to cover the cost of copies of any new music and exercises assigned for that year.

**INITIAL:** \_\_\_\_\_

### TEACHER CONTACT INFORMATION:

- Emails are the preferred method of communication. They are accepted any day/time at [gabrielaalvaradoflute@gmail.com](mailto:gabrielaalvaradoflute@gmail.com). I reserve the right of replying within 72 hours of receiving an email as my teaching schedule tends to be booked throughout the day.
- Text messages are accepted for any emergencies or cancellations with less than **48-hours** notice at (857) 919-8963.
- Lesson time slots are scheduled on a first come, first served basis. It is your responsibility to monitor emails closely and respond quickly if a specific day or time is desired.
- I understand that these policies and procedures are subject to change. Written notice will be given of any changes or additions.
- I understand that this signed and completed agreement must be turned in at the first lesson.

I, \_\_\_\_\_, have read and agree to the terms and conditions of this agreement for private lessons in the music studio of Maria Gabriela Alvarado. By signing below I agree to abide by each of these terms and conditions.

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### Student Contact Information

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

*(Students under 18 years of age are required to have a signature of a parent/guardian.)*

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### Parent Contact Information

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_





Email: \_\_\_\_\_